
Budget Planning Analyst

Employment and Training Division

Job Announcement Code: 16-01181

[Printable Job Announcement](#)

Deadline

May 2, 2016

Salary Information

Starting annual salary is \$35,880 - \$59,196 plus a great benefits package. This classification is in Pay Schedule/Range 07-04. A 6 month probationary period is required. A summary of the benefits package is available at: <http://etf.wi.gov/careers/benefits.htm>

Introduction

Are you looking for a great career opportunity that can make a difference in thousands of lives? We currently have a vacancy in Madison for a position that will be involved in the analysis of budgets and policies for federal and state funding for programs administered by the Division of Employment and Training (DET). Our programs are designed to help workers, job seekers, and employers by promoting occupational skill attainment, employment opportunities, job retention and increased earnings.

Join the DWD team for the opportunity to contribute toward exciting employment initiatives! We are looking for individuals who are motivated to learn, collaborate, and help drive positive change. For information about the DWD, visit <http://dwd.wisconsin.gov/dwd/aboutdwd.htm>.

DWD offers an exciting place to work with an excellent [benefits package](#), a casual office environment, flexibility with your schedule, and many opportunities to develop and grow your skills. You will be working in the heart of downtown Madison.

If you have student loans and work full time in a public service job (such as with the State of Wisconsin) you may be eligible for the Public Service Loan Forgiveness Program. For information about this program, please go to <https://studentaid.ed.gov/repay-loans/forgiveness-cancellation/public-service>.

Job Duties

The position is a member of the management team responsible for providing leadership for the Division's operations; including strategic planning, budget and fiscal/procurement/purchasing, grants and contract management, administrative rules, projects, and personnel management. This position assists in advising the Administrator/Deputy Administrator and six bureaus in matters of fiscal and budget operations, Information Technology, procurement, facilities and general program operational management. This position also provides professional, confidential responsibilities related to the analysis of budget, financial, and operational policies and activities for federal, state, and other funding administered by the Division of Employment and Training (DET).

Required Knowledge, Skills and Abilities

Knowledge of:

- principles and practices of program management
- principles and techniques of oral and written communication
- effective interpersonal skills
- principles of conflict resolution and techniques

Skills in:

- policy analysis, development, and implementation
- problem-solving

Ability to:

- manage multiple, competing priorities
- perform budget development and management
- coordinate resource allocation (e.g., staffing needs, equipment, monetary resources, etc.) to meet program needs and objectives

How to Apply

You are required to apply and take an examination online. The exam is available at [WiscJobs](#). Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position.

Application/examination materials must be completed and finalized on-line by 11:59 p.m. on the deadline date. The application materials you submit are considered to be an examination. The materials will be evaluated and scored by a panel of experts, and the most qualified applicants will be invited to participate in the next stage of the recruitment process.

DWD is an equal opportunity employer. Women, persons with disabilities and persons from racial or ethnic minority groups are encouraged to apply.